Ballast Water Reporting Form Submission & Recordkeeping

Which ballast water reporting form does California require?

California requires the U.S. Coast Guard Ballast Water Reporting Form (OMB Control Number 1625-0069), available on the Marine Invasive Species Program website under "Compliance and Reporting Documents" (see "Where can I find more information?" on the next page).

When must the ballast water reporting form be submitted?

Vessels must submit a ballast water reporting form *upon departure from each port zone of call.* Port zones recognized by California are illustrated to the right.

Where do I submit the form?

Fax: 562-499-6444 *OR* Email: BWForm@slc.ca.gov

I submitted a ballast water reporting form to the National Ballast Information Clearinghouse (NBIC) for this voyage. Do I also have to submit one to California?

Yes. The NBIC is a federal (national) program while the California program is state administered. *A form submitted to the NBIC is NOT automatically forwarded to California.* Vessels must submit separate forms to each program.

Port Zones Recognized By California

Humboldt Bay
Richmond
Carquinez
Sacramento
Stockton
Oakland
San Francisco
Redwood
Moss Landing
Monterey
Morro Bay
Carpinteria
Santa Barbara
Port Hueneme
El Segundo
Los Angeles/Long Beach
Camp Pendleton
Avalon/Catalina
San Diego

Our vessel's actual ballast discharge was different than what was submitted on the ballast water reporting form. Should I re-submit?

Yes. Submit another reporting form with the updated information. Mark "yes" on the question, "IS THIS AN AMENDED BALLAST WATER REPORTING FORM".

What records must be maintained onboard the vessel? How long must they be kept?

1) Ballast water reporting forms – 2 years
2) Ballast water log – 2 years
3) Ballast water management plan - As long as the vessel is in operation

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Ballast Water Reporting Form Submission & Recordkeeping (Cont.)

BALLAST WATER LOG

VESSEL NAME: Green Hornet
IMO NUMBER: 0200002
BALLAST TANK 1-STBD
TANK CAPACITY 1200 M/T

Date (DDMMYY)	Time	Location Port/Lat-Long	Volume MT/m3.	Date (DD/MM)	Time	Location Port/Lat-Long	Volume MT/m3	Pump (IT) IN Trans. (L) Load (D) Disch.	Exch. Method (E/R) (F/T) (ALT)	Temp Deg/C	Specific Gravity	Sea Depth	PIC Int.	Remarks
7-Nov-03	900	PUSAN	0	7-Nov	1030	PUSAN	500	L		16	1.025		KR	
9-Nov-03	900	25.37N-125.35E	500	9-Nov	1000	25.37N-125.47E	800	L		15	1.026	2500	KR	
11-Nov-03	200	HONG Kong	800	11-Nov	300	HONG KONG	300	IT		16	1.012		KR	Adjust trim.To 1-Port
15-Nov-03	900	27.,45N-160.15W	300	15-Nov	1300	27.45N-159.25W	0	D	E/R	18	1.024	4500	RL	
15-Nov-03	1300	27.45N-158.15W	0	15-Nov	1700	27.47N-156.20W	1100	L	E/R	16	1.025	4600	RL	
20-Nov-03	2100	LONG BEACH	1100	20-Nov	2300	LONG BEACH	600	D		19	1.025		KR	
22-Nov-03	900	OAKLAND	600	22-Nov	1020	OAKLAND	200	D		19	1.026		KR	
23-Nov-03	1200	OAKLAND	200	23-Nov	1245	OAKLAND	0	IT		19	1.026		KR	Adjust trim. To 1-Port
23-Nov-03	2200	OAKLAND	0	23-Nov	2300	OAKLAND	300	L		15	1.015		RL	
2-Dec-03	900	YOKOHOMA	300	2-Dec	945	YOKOHOMA	500	IT		16	1.025		RL	Adjust trim from 6 Port
3-Dec-03	900	YOKOHOMA	500	3-Dec	1030	YOKOHOMA	0	D		15	1.025		RL	
7-Dec-03	900	20.25N-140.10E	0	7-Dec	1300	20.27N-138.15E	600	L		15	1.025	3000	RL	
10-Dec-03	1800	HONG KONG	600	10-Dec	1920	HONG KONG	200	D		16	1.025		RL	
11-Dec-03	900	HONG KONG	200	11-Dec	1045	HONG KONG	1200	L		15	1.025		KR	
18-Dec-03	900	28.25N-166.45W	1200	18-Dec	1800	28.25N-164.35W	1200	L	F/T	15	1.025	4800	RL	300% F/T
2-Jan-O4	900	LONG BEACH	1200	2-Jan	1200	LONG BEACH	400	D		15	1.025		KR	

[Method Codes: (E/R)=Empty/Refill, (F/T)=Flow Through, (ALT)=Alternative Method.]

Log # ___ | Chief Mate ___ | Date ___

Sample ballast water log. Each tank is recorded on separate sheets, and Each ballast water movement is recorded on a separate line.

What is a ballast water log?

A ballast water log outlines the ballast water management activities of each tank onboard a vessel. *The log must be separate from the ballast water reporting form.* It is recommended that each ballast water movement (e.g. uptake, exchange, internal transfer, discharge) be recorded on a separate line.

What is a ballast water management plan? What should it include?

The ballast water management plan must provide a description of the ballast water management strategy (procedures) sufficiently detailed so a master or appropriate crew can follow it. The plan must be prepared *specifically* for the vessel, and crew must be trained on how to apply it. It is strongly recommended that, at a minimum, the ballast water management plan includes the following:

1) Ship particulars
2) Procedures and description of how vessel will meet California's ballast water management requirements
3) Ballast water schematics (e.g. tank/pipeline diagrams, tank capacities, pump rates, sampling points)
4) Duties of a ballast management officer or person in charge
5) Safety considerations for ballast water management (e.g. considerations for ship design, adverse weather, equipment failure)
6) Ballast water management plan training (list of personnel who have/should have received training, dates of training, verification of training)
7) Copies of previous California State Lands Commission inspection reports
8) U.S. Federal (U.S. Coast Guard) and California State regulations
9) IMO Assembly Resolution A.868(20): "Guidelines for the Control and Management of Ships' Ballast Water to Minimize the Transfer of Harmful Aquatic Organisms and Pathogens"
10) List of contacts for U.S. Federal and U.S. Pacific coast ballast water programs.

Where can I find more information?

Internet: www.slc.ca.gov
• Click on the "Divisions" tab
• Select the "Marine Facilities Division" home page link
• Select "Marine Invasive Species Program"

Email: Mackayj@slc.ca.gov • *Telephone:* 562-499-6312

California Public Resources Code
Sections 71205 (reporting form and log), 71204(h)-(i) (management plan)

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